



# CalJOBS Youth Scanning Guide



Youth Providers are required to scan documents into CalJOBS within (3) working days from the moment the document is created or processed.

Document TAGS	Items/Description	Naming Scheme
<b>Application Disclosure Document (ADD)</b>	<p><b>Combines all supplemental forms into one comprehensive document (Follow-Up Agreement, Orientation Checklist, Media Authorization, Medical Release, Program Complaint and Grievance Procedures, Equal Opportunity is the Law, Discrimination Complaint Procedures, and Participant Release)</b></p> <p><b>*** WIOA Application is completed via direct entry ***</b></p>	<b>cjimenezadd</b>
<b>WIOA Application Bundle</b> <b>** Only when CalJOBS is inaccessible **</b>	<ul style="list-style-type: none"> <li>• WIOA Application</li> <li>• Follow Up Forms</li> <li>• Nepotism Statement</li> <li>• Orientation Checklist</li> <li>• Medical Consent</li> <li>• Program Complaint &amp; Grievance</li> <li>• Discrimination Complaint Procedures</li> <li>• EEO</li> </ul>	<b>cjimenezapp</b>
<b>WIOA Supplemental Disclosure Form</b> <b>** Only when CalJOBS is inaccessible **</b>	WIOA Application-Supplemental Disclosure Form. Form must be encrypted with password given by WDD	<b>Cjimenez_sdf</b>
<b>RTW Documents</b>	1-9 Documents verifying identity and legal right to work plus selective service documents	<b>cjimenezrtw</b>
<b>Program Income</b>	Check WIOA Youth Eligibility Guide for acceptable documentation for youth income	<b>cjimenezincome</b>
<b>Youth Barriers</b>	Check WIOA Youth Eligibility for acceptable source documentation for youth barrier.	<b>cjimenezbarrier</b>
<b>Youth Assessments</b>	Casas, TABE, Wonderlic, or MAPI score sheet used to determine/verify basic skills deficiency.	<b>cjimeneztabe or cjimenezcasas</b>
<b>Certification</b>	Scan the certificate achieved.	<b>cjimenezcert</b>
<b>ISS</b>	Scan the ISS: <ul style="list-style-type: none"> <li>• ISSQ1- (Initial ISS)</li> <li>• ISSQ2</li> <li>• ISSQ3</li> <li>• ISSQ4</li> </ul>	<b>Cjimeneziss</b>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• Work Site Agreement</li> <li>• Work permit</li> </ul>	<b>Cjimenezwork</b>
<b>Post-Secondary Education</b>	<ul style="list-style-type: none"> <li>• Education Schedule</li> </ul>	<b>cjimenezcollegeschedule</b>
<b>Closure</b>	<ul style="list-style-type: none"> <li>• Employment Documentation</li> <li>• School Registration/Enrollment</li> </ul>	<b>Cjimenezemp</b>
<b>Follow Up</b>	<ul style="list-style-type: none"> <li>• FlwUp_1<sup>st</sup></li> <li>• FlwUp_2<sup>nd</sup></li> <li>• FlwUp_3<sup>rd</sup></li> <li>• FlwUp_4<sup>th</sup></li> </ul>	<b>Cjimenezflwup1st</b>